How to Reconcile Spoiled Vaccine from Inventory How to Process a Vaccine Return in

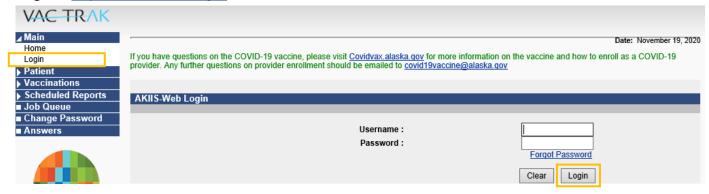


State of Alaska's Immunization Information System

Note: Only Vaccine Coordinators and Backup Vaccine Coordinators can order vaccine and perform inventory management tasks in VacTrAK. To be designated as a VC or BuVC, have your facility administrator fill out the Request to Add or Modify User Form and submit it to VacTrAK@alaska.gov

How to Reconcile Spoiled Vaccine from Inventory

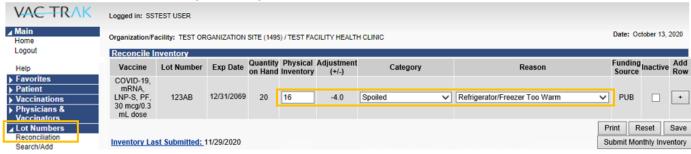
• Login to https://vactrak.alaska.gov



- Click on Lot Numbers
 - Click on Reconciliation



- Type in current physical inventory (minus the spoiled doses). The Adjustment will equal the spoiled doses
 - Click on the drop down arrows to choose the **Spoiled Category** and the appropriate **Reason**
 - For COVID vaccine temporarily stored at 36-46°F and not administered within the allowed time period (5 days for Pfizer and 30 days for Moderna), choose the Refrigerator/Freezer Too Warm Reason
 - Click Submit Monthly Inventory

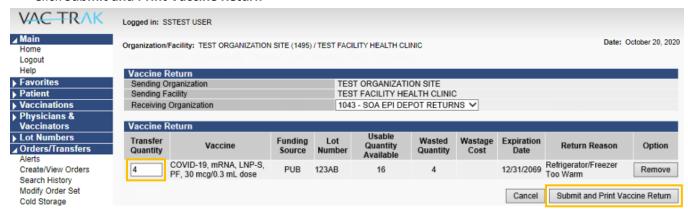


How to Process a Return for Spoiled Vaccine

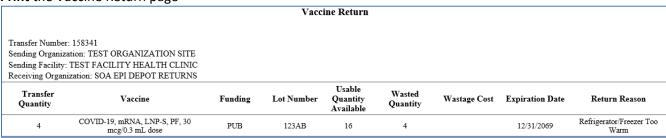
- Click on Orders/Transfers
 - Click on Create/View Orders
 - Click on Vaccine Return



- Type in the number of doses you are returning
 - Click Submit and Print Vaccine Return



Print the Vaccine Return page



- Pack the printed page and vaccine in a box with padding so that the vials don't break in transit. The box does not have to be cold
- Mail the box of vaccine to:

Immunization Program 3601 C St. Suite 586